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25X1

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

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Date: 10/3/78 By:

TRAINING  
4 February 1957

NOTICE

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**LANGUAGE DEVELOPMENT PROGRAM  
SCHEDULE OF AWARDS AND QUALIFICATION INSTRUCTIONS**

**1. AUTHORITY**

25X1 Language Development Awards may be granted in the amounts indicated in paragraph 2 below, in accordance with the provisions of Regulation No.  dated 4 February 1957, and the further provisions of this notice.

**2. THE AMOUNTS OF AWARDS**

- a. The amount of each achievement award for voluntary training and of each maintenance award will be determined in accordance with the following schedule:

SCHEDULE OF AWARDS						
PROFICIENCY (Type)	COMPREHENSIVE			SPECIALIZED		
PROFICIENCY (Level)	HIGH	INTER	ELEM	HIGH	INTER	ELEM
GROUP I LANGUAGES						
Achievement	\$400	\$200	\$100	\$200	\$100	\$ 50
Maintenance	\$200	\$100	None	\$100	\$ 50	None
GROUP II LANGUAGES						
Achievement	\$800	\$400	\$200	\$400	\$200	\$100
Maintenance	\$400	\$200	None	\$200	\$100	None
GROUP III LANGUAGES						
Achievement	\$1200	\$600	\$300	\$600	\$300	\$200
Maintenance	\$600	\$300	None	\$300	\$200	None

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- b. Achievement Awards for "directed" language training are equal to one-half the amounts shown for Achievement Awards established above for "voluntary" language training.

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3. CLASSIFICATION OF THE LANGUAGE FOR AWARD PURPOSES

- a. Notice No. [ ] lists languages for which awards may be given. Languages are classified into three groups for which differing monetary values have been designated.
- b. The classification of a language in a given language group normally will be based upon the relative difficulty of learning it. Generally,
- (1) Group I languages will consist of the Romance and Germanic languages;
  - (2) Group III languages will include Chinese, Japanese and Korean; and
  - (3) Group II languages will include all those not included in Group I and III.
- c. Inclusion of a language on the official list normally will be based upon Agency need. Persons directed to study a language not contained on the list will be eligible for award.
4. TYPE AND LEVEL OF PROFICIENCY
- a. Two types of proficiency affect the amount of awards:
- (1) Comprehensive (speaking, reading and writing).
  - (2) Specialized (primarily speaking only, or primarily reading and translating only).

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- b. Three levels of proficiency affect the awards: high, intermediate and elementary.
- c. The criteria used to determine proficiency are contained in Form 444c, "Language Data Record". These criteria are identical with those used in scoring official proficiency tests. The results of the applicant's self-evaluation will be compared with the results of his test scores. In this process, strengths and weaknesses will be balanced out in determining the type and level of proficiency at which the applicant is eligible for an award.

5. KIND OF EFFORT MADE IN ACQUIRING PROFICIENCY

- a. Achievement Awards are established at two rates to distinguish between voluntary and directed language training. Achievement Awards granted for proficiency resulting from voluntary language training (training undertaken by the individual preponderantly on off-duty time) are double the amount of those granted for proficiency resulting from directed language training (training directed by the supervisor and undertaken during duty hours by the individual).
- b. Maintenance of language proficiency is a responsibility of the individual. However, the Agency may make its facilities available to the individual for this purpose.

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**6. INSTRUCTIONS FOR ENTERING THE PROGRAM**

- a. Personnel with knowledge of one or more foreign languages will complete a separate Form 444c for each language. The Director of Personnel will include the data from these forms in the Qualifications Register.
- b. Copies of the form will be sent by the Director of Personnel to those who have previously indicated proficiency in a foreign language. Those who are enrolled in Agency sponsored language training programs will be provided with copies of the form by the Director of Training. All others may obtain copies of the form from Agency Supply Officers. Completion of this form constitutes application for maintenance award subject to qualification and the eligibility of the individual.
- c. Language training requests (Form 73, "Request for Internal Training") initiated subsequent to 4 February 1957 under this Program will establish the individual as a candidate for an achievement award.

**7. PAYMENT OF AWARDS**

All awards will be paid in lump sums and will be based upon satisfactory completion of proficiency tests as determined and certified by the Director of Training. The effective date of eligibility for maintenance awards will be the anniversary of initiation of Form 444c.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

**L. K. WHITE**  
**Deputy Director**  
**(Support)**